

Registration Agreement for Childcare Providers Processing EAVs Online

EAVPAY Online Service is a TN.gov Registered User Service. There is no fee to be a registered user.

Childcare Providers who register to use this online service can:

- Enter attendance information for an EAV (Enrollment Attendance Verification) via the Internet
- Add children to an EAV via the Internet
- Submit the EAV electronically for faster payment processing

To register, simply complete the three sections of this agreement, sign, and submit your agreement. For security reasons, we cannot e-mail your user names and passwords. We will mail them to the address you enter below.

Questions about payment or receipt of checks? Contact the Dept. of Human Services, Fiscal Services at 1-800-362-8004.

Questions about this registration? Contact NIC-TN.gov at (615) 313-0300 or 1-866-8TN-EGOV or help@egovtn.org.

Section 1: REGISTRANT INFORMATION

**For security reasons, we cannot e-mail your user names and passwords.
We will mail them to the address you enter below.**

Provider Number

Organization Name

Attention to: and Title

Address

City, State, Zip

Telephone ()

Ext

Fax ()

Section 2: DESIGNATE USERS ASSIGNED TO THIS REGISTRATION

Designate your users below. Each user must be designated as either an "Authorized User (AU)" or a "Data Entry User (DEU)." If the primary contact at the childcare center is to have access to the application, this person must be included as a user below.

An Authorized User (AU) can:

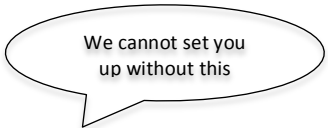
- Enter attendance information for an EAV
- Add children to an EAV
- Submit the EAV to the Tennessee Dept. of Human Services

A Data Entry User (DEU) can:

- Enter attendance information for an EAV
- Add children to an EAV

Instructions for completing user list:

1. You must have at least one Authorized User (AU).
2. If you are a multi-site provider, you must designate a user for each of your locations/extensions. Users can access more than one location.
3. **Your account cannot be set up without your Provider ID number and location/extension.** You can find them on a paper EAV or call 1-800-362-8004.
4. **Future changes** to the user list must be in writing and faxed or mailed to:
NIC-TN.gov Online EAVs
330 Commerce St, Suite 100
Nashville TN 37201
Fax: (615) 313-0301



We cannot set you up without this

Name	User Type AU or DEU	Check if New User	Extension/Location Submitting For	Check if New Location
	AU	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

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Section 3: SIGN AND SEND REGISTRATION AGREEMENT

By my signature below, I understand the following:

1. I am an eligible childcare provider registered to process EAVs with the Tennessee Department of Human Services.
2. I will use the EAVPAY Online Service solely to review and process EAVs via the Internet.
3. I may continue to receive a paper EAV until the online registration process is complete and that my online EAVs will be available at the end of my next billing cycle.
4. Information presented on the EAVPAY Online Service will be used solely to review and process EAVs via the Internet.
5. All material and information provided to eligible providers via the EAVPAY Online Service shall be regarded as confidential information in accordance with the provisions of Federal and State law and ethical standards, and all necessary steps shall be taken by the provider to safeguard the confidentiality of such material or information in conformance with Federal and State law and ethical standards.
6. I will adhere to the requirements as outlined in the Agreement and will maintain an accurate list of names assigned as designated users for the EAVPAY Online Service.

BEFORE SUBMITTING, VERIFY THAT YOU HAVE:

1. Provided complete contact information in Section 1.
2. Designated at least one Authorized User in Section 2.
3. Entered Provider ID and location/extension in Section 2. **We cannot register you without it.**
4. Noted the Web address for EAVPAY Online Services – it is: <http://apps.tn.gov/eavpay/>

Authorized Signature

Print Name

Title

Date

Submit all three pages of this agreement.

Fax to: (615) 313-0301

Or mail to:

NIC-TN.gov Online EAVs
330 Commerce St., Suite 100
Nashville, TN 37201